

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOJ0069430  
POSITION NO: 243247  
POSITION TITLE: Principal Attorney

DATE POSTED: 11/03/14  
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Attorney General (Natural Resources Unit)/Window Rock, AZ

WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AC72A-F</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ (DOE) _____ PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ (DOE) _____ PER HOUR
	TEMPORARY: <input type="checkbox"/>	DEPENDENT ON EXPERIENCE
		<b>**\$91,644.80 - 106,225.60</b>

**DUTIES AND RESPONSIBILITIES:**

Under general direction of Assistant Attorney General or the attorney General, and Deputy Attorney General, Provides legal direction to other attorneys in preparing and responding to complex legal representation to Navajo Nation divisions, Departments, and local governmental units (chapters), regarding a wide range of environmental issues, including uranium matters, statutory and regulatory grounds for Navajo Nation Environmental Agency's authority, procurement issues, and intergovernmental relations; performs professional legal work in counseling, research, trial and other legal work; present cases in courts; and performs related duties as required. Prepares and presents civil cases in tribal, municipal, state, and federal courts and tribal, state, and federal administrative bodies; confers with, gives advice to, and prepares opinions for various departments and branches of the Tribe; drafts legal and judicial processes; prepares interpretations of new legislation and judicial decisions; reviews contracts, notices of violations, and other documents prior to signature by Tribal officials; interviews witnesses, complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Assist in routine operations of Department of Justice.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Juris Doctorate; and eight (8) years professional experience as a state licensed attorney.
- Current admission to any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

**Preferred qualifications:**

- Current admission to the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and tribal laws in the Environmental Law area. Must have skills in analyzing and organization facts; evidence and precedent; in preparing and presenting legal opinions; in presenting material and develop and appropriate argument or defense; in verbal and written communication; skill in establishing and maintaining effective working relationships

**<<A favorable background investigation is required>>**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**